

**Alliance Regional Water Authority  
Administrative Committee**

**REGULAR MEETING**



**ALLIANCE WATER**

**COMMITTEE MEMBER PACKETS**

Thursday, September 3rd, 2020 at 3:00 P.M.

Conference Cal Number: 1-903-405-2572  
Code: 880 880 496#

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**Thursday, September 3, 2020 at 3:00 P.M.**

In accordance with Governor Abbott's Executive Order, declaration of the COVID-19 public health threat, and action to temporarily suspend certain provisions of the Texas Open Meetings Act, a quorum of Alliance Regional Water Authority's (the Authority's) Administrative Committee will hold a meeting by telephonic conference call at 3:00 PM, Thursday, September 3, 2020. The public may participate in this meeting by calling the following number and code:

Conference Call Number: 1-903-405-2572  
Code: 880 880 496#

Members of the public wishing to make public comment during the meeting must register by emailing [info@alliancewater.org](mailto:info@alliancewater.org) prior to 3:00 p.m. on September 3, 2020. This meeting will be recorded and the audio recording will be available on the Authority's website after the meeting. A copy of the agenda packet will be available on the Authority's website at the time of the meeting. Additional information can be obtained by calling Graham Moore at (512) 294-3214.

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENTS (3-minute time limit, each)

D. ITEMS FOR COMMITTEE ACTION OR DISCUSSION/DIRECTION

D.1 Consider approval of minutes of the Regular Administrative Committee Meeting held May 29, 2020. ~ *Graham Moore, P.E., Executive Director*

D.2 Discussion and possible recommendation to the Board of Directors regarding renewal or extension of contracts for consultants that have been reviewed by the Committee. ~ *Graham Moore, P.E., Executive Director*

E. COMMITTEE MEMBER ITEMS OR FUTURE AGENDA ITEMS– no action to be taken.

F. ADJOURNMENT

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**A. CALL TO ORDER**

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No Backup Information for this Item.

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**B. ROLL CALL**

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NAME PRESENT

Mike Taylor

Councilmember Tracy Scheel

Mayor Jane Hughson

NON-VOTING MEMBERS PRESENT

Micah Grau

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**C. PUBLIC COMMENT PERIOD**

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Each person wishing to speak must submit a completed Public Comment Form to the Executive Director or his/her designee before the public comment period begins.

Comments are limited to 3-minutes per agenda item and three minutes total for all non-agenda topics. If using a translator, comments are limited to six minutes per agenda item and six minutes total for non-agenda topics.

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**D.1** Consider approval of minutes of the Regular Administrative Committee Meeting held May 29, 2020. ~ *Graham Moore, P.E., Executive Director*

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Attachment(s)

- 2020 05 29 Administrative Committee Meeting Minutes

**Administrative Committee decision needed:**

- Approval of minutes.



## ALLIANCE WATER

### Alliance Regional Water Authority

### ADMINISTRATIVE COMMITTEE MEETING

### MINUTES

**Wednesday, May 29, 2020**

The following represents the actions taken by the Technical Committee of the Alliance Regional Water Authority (Alliance Water) in the order they occurred during the meeting. The Technical Committee convened in a meeting on Friday, May 29, 2020 by telephonic conference call in accordance with Governor Abbott's Executive Order, declaration of the COVID-19 public health threat, and action to temporarily suspend certain provisions of the Texas Open Meetings Act.

- A. CALL TO ORDER.  
**Chair Taylor called the Alliance Water Administrative Committee to order at 12:01 p.m.**
- B. ROLL CALL.
  - **Present: Taylor, Hughson and Grau.**
  - **Absent: Scheel.**
- C. PUBLIC COMMENTS
  - **None.**
- D. ITEMS FOR COMMITTEE ACTION OR DISCUSSION/DIRECTION
  - D.1 Consider approval of minutes of the Regular Administrative Committee Meeting held November 13, 2019.
    - **Motion to approve the minutes for the Regular Administrative Committee Meeting held November 13, 2019 was made by Mr. Taylor, seconded by Ms. Hughson and approved on a 2-0 vote.**
  - D.2 Discussion and possible recommendation to the Board of Directors regarding the budget for salary adjustments for FY 20-21.
    - **The Committee discussed the proposed budget for salary adjustments in FY 20-21. The group supported a line item for merit bonuses instead of pay increases for the next year.**

- **Motion to recommend to the Board the budget for salary adjustment with the changes noted at the meeting was made by Ms. Hughson, seconded by Mr. Taylor and approved on a 2-0 vote.**

E. COMMITTEE MEMBER ITEMS OR FUTURE AGENDA ITEMS

- **Committee suggested that the Board consider delegating to the Committee the review of consultant performances. Mr. Moore noted that he will add this to the next Board meeting for possible delegation to the Committee.**

F. ADJOURNMENT

- **Meeting was adjourned at 12:20 p.m. by Mr. Taylor.**

**APPROVED: \_\_\_\_\_, 2020**

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Mike Taylor, Chair



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**D.2** Discussion and possible recommendation to the Board of Directors regarding renewal or extension of contracts for consultants that have been reviewed by the Committee. ~ *Graham Moore, P.E., Executive Director*

Background/Information

The following three consultants have contracts that are set to be up for renewal/extension next month and as a result, their performance was by the Administrative Committee and some Board members:

- Lloyd Gosselink (Mike Gerson) – General Legal Counsel
- RW Harden (James Bene) – General Hydrogeology
- Texas Solutions Group (Scott Miller / Jeff Heckler) – Government Relations

Lloyd Gosselink (Mike Gershon)

Alliance Water entered into a contract with Lloyd Gosselink (LG) for General Counsel services in November 2019 for the first time. LG bills on an hourly basis based on time spent; through July, LG spent 76% of their total \$92,000 budget.

A total of six people reviewed Lloyd Gosselink, below is the summary of the reviews:

<b>Lloyd Gosselink - General Legal Counsel</b>													
													No. of Reviewers: 6
CRITERIA	RATING												
	Excellent		Satisfactory			Generally Satisfactory			Unsatisfactory			Not Applicable	
Routine legal services required for operation													
Develop agreements as appropriate for projects													
Prepare/review engineering services and construction contract documents													
Services related to the Open Meetings and Public Information Acts													
Attend meetings and provide general advice													
Advise Alliance Water on legal and policy issues and course(s) of action													
Timeliness and Completeness of Deliverables													
Value													
Others (specify)													
<b>OVERALL PERFORMANCE</b>													

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RW Harden & Associates (James Bene)

Alliance Water renewed a contract with RW Harden & Associates (RWHA) for General Hydrogeological services in September 2019 – their first contract started in 2010. RWHA bills on an hourly basis based on time spent; through July, RWHA spent 31% of their total \$40,000 budget.

A total of four people reviewed Lloyd Gosselink, below is the summary of the reviews:

<b>RW Harden &amp; Associates - Hydrogeological Consultant</b>															
<b>CRITERIA</b>	<b>RATING</b>														
	Excellent			Satisfactory			Generally Satisfactory			Unsatisfactory			Not Applicable		
Permitting of two new wells within the GCUWCD															
Technical services with GMA-13 activities															
Miscellaneous technical support															
Timeliness and Completeness of Deliverables															
Value															
Others (specify)															
<b>OVERALL PERFORMANCE</b>															

No. of Reviewers: 4

Texas Solutions Group (Scott Miller & Jeff Heckler)

Alliance Water renewed a contract with Texas Solutions Group (TSG) for Government Relations services in September 2019 – their first contract started in 2012 when they were known as GovBiz Partners. TSG is paid a monthly stipend of \$6,000 per month – as such they are on track to expend the full budgeted amount of \$72,000.

A total of five people reviewed Texas Solutions Group, on the following page is the summary of the reviews:

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Texas Solutions Group - Governmental Affairs												No. of Reviewers: 5									
CRITERIA	RATING																				
	Excellent			Satisfactory			Generally Satisfactory			Unsatisfactory		Not Applicable									
Assist in formulating a legislative plan for 86 <sup>th</sup> session																					
Interact with Legislature and others to promote Alliance's interests																					
Assist in presenting Alliance Water's positions on legislation, including meeting facilitation																					
Periodic updates to the Alliance Water Board																					
Monitor Legislature activities that may affect Alliance Water																					
Timeliness and Completeness of Deliverables																					
Value																					
Others (specify)																					
<b>OVERALL PERFORMANCE</b>																					

**Administrative Committee Decisions Needed:**

- Possible recommendation to the Board renewal or extensions of contracts for consultants that have been reviewed by the Committee.

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- E.** COMMITTEE MEMBER ITEMS OR FUTURE AGENDA ITEMS – no action to be taken.
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Background/Information

The Committee Members have an opportunity to make announcements or to request that items be added to future Board or Committee agendas.

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**F. ADJOURNMENT**

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